**EFFECTIVE DATE IN ADPICS FOR MONTH 13 TRANSACTIONS**

When entering ADPICS transactions for the 13th month, the effective date must be entered in the following exact format: **09/31/2000**. The system will not automatically format the date the way ADPICS does for all other calendar dates. Remember, ADPICS defaults to the current calendar date, e.g., 10/02/2000; therefore, if you want an Old Year date, you must key it.